



TOOLBOX – STANDARD ESSAY

Introductions: provides background information or a roadmap

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| <ul style="list-style-type: none"> • Mystery • Controversy • Personal Experience • Question or Rhetorical Question <ul style="list-style-type: none"> • What if ... question • Flashback • Staggering Statistic • Fascinating Fact • Unusual information | <ul style="list-style-type: none"> • Character Throwing • Well-Known Quote • Evoke a Vivid Image • Anecdote • Comparison / Analogy • Related Event • Definition • Scene setting |
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Middle/Body:

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| <ul style="list-style-type: none"> • Facts • Details • Elaborations • Descriptions • Reasons • Proof • Examples / Counter-Examples | <ul style="list-style-type: none"> • Supports / Rebuttals / Anticipatory counterarguments • Events, People, Places • Quotes • Analogies • Logical consequences |
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Conclusions: summary or wrap-up

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| <ul style="list-style-type: none"> • Focus on the future - Implications/ Consequences/Results (good, bad or both) - what might happen because/if ... • Lesson Learned - what lesson did the writer learn ... • Connect The Dots - Connect the topic to a larger topic, to other related topics, to experiences you've had or things you know, to other resources, to ... (Universalize) • Leave the reader ... asking, questioning, wondering (genuine questions that the writer is honestly asking work best) | <ul style="list-style-type: none"> • Call to action/Challenge your reader - What could/should the reader do after reading your essay? • Make an inference – Draw a conclusion or come up with an answer when the answer is not clearly given • Linking back to beginning • Circle • Drawstring • Surprise • Start with an echo of your introduction (not a summary or restatement) • Summary (only for loooong papers) |
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Organization Schemes:

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| <ul style="list-style-type: none"> • Order of importance (or reverse order) • Order of events (chronological) <ul style="list-style-type: none"> • Natural order • Climactic order • Reverse order • Flashback • Spatial order • Reasons for followed by rebuttal of opposing view | <ul style="list-style-type: none"> • Process order • Classification order/ Order of generality • Causes / Effects • Similarities/Differences (Compare/Contrast) • Examples to idea • Idea to examples • Problem to solution |
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